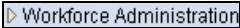
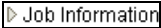
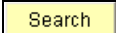




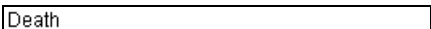





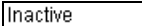










Termination - Death of Employee

1.	Click the Workforce Administration link. 
2.	Click the Job Information link. 
3.	Click the Job Data link.
4.	To Search for an existing employee record, Enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
5.	Click the Search button. If multiple employee records are listed, click on the appropriate employee record to continue. 
6.	Click the Plus (+) Key to add a new job row. 
7.	The Effective Date of the added row should be the first day the employee is not paid for this job record. Example: Employee paid thru 10/31/08 (date of death), enter effective date of 11/01/08.
8.	The Sequence field defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
9.	Click the Drop-down arrow to select from the Action list. 
10.	Click the Termination list item. 
11.	NOTE: Once the Action of 'Termination' has been selected: 1) HR Status changes to 'Inactive' 2) Payroll Status changes to 'Terminated' 3) Termination Date and Last Date Worked dates are populated with the day prior to the effective date of the job row.
12.	Click the Drop-down Arrow to select from the Action/Reason list. 
13.	Click the Death list item. 
14.	Click the Benefits Program Participation link. 

15.	<p>Review the Manual Override ABBR option. If employee has the Manual Override ABBR box checked, this box must be 'unchecked' before saving.</p> <p><input type="checkbox"/> Manual Override ABBR</p>
16.	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p>
17.	<p>The Final Check request process is a manual process.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
18.	<p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
19.	<p>Review Date of Death field in Personal Data for accuracy.</p> <p>Click the Personal Information link.</p> <p><input type="button" value="Personal Information"/></p>
20.	<p>Click the Modify a Person link.</p> <p><input type="button" value="Modify a Person"/></p>
21.	<p>Review the date in the Date of Death field.</p> <p>The Date of Death field will automatically populate on the Biographical Details panel based on the effective date entered in Job Data. Review the date and edit if necessary - this may be necessary if the effective date entered in job data is different from actual date of death due to pay due the employee after date of death. If date is changed, be sure to save before exiting panel.</p>
22.	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p>
23.	<p>The name on the paycheck for payment after employee's death must be change to 'Estate of...'</p> <p>Click the Payroll for North America link.</p> <p><input type="button" value="Payroll for North America"/></p>
24.	<p>Click the Employee Pay Data USA link.</p> <p><input type="button" value="Employee Pay Data USA"/></p>
25.	<p>Click the Update Payroll Options link.</p> <p><input type="button" value="Update Payroll Options"/></p>
26.	<p>Enter the employee's id in the EmplID field.</p>
27.	<p>Click the Search button.</p> <p><input type="button" value="Search"/></p>
28.	<p>Click the Payroll Options 2 tab.</p> <p><input type="button" value="Payroll Options 2"/></p>
29.	<p>Enter the information into the Paycheck Name field.</p>

30.	Click the Save button. 
31.	Employee's Direct Deposit must be set to inactive so that a manual check will be issued to the employee's estate. Click the Request Direct Deposit link. 
32.	Click the Plus (+) Key to add a new row. 
33.	Enter the Effective Date of the change.
34.	Click the Drop-down Arrow to select from the Status list. 
35.	Click the Inactive list item. 
36.	Click the Save button. 
37.	Employee's tax information must be edited for Federal and State tax withholding. Click the Tax Information link. 
38.	Click the Update Employee Tax Data link. 
39.	Click the Plus (+) Key to add a new row. 
40.	Enter the Effective Date of the change in tax status.
41.	Click the Do Not Maintain Taxable Gross and Do Not Withhold Tax option. 
42.	Click the State Tax Data tab. 
43.	Click the Do Not Maintain Taxable Gross and Do Not Withhold Tax option. 
44.	Click the Save button. 
45.	End of Procedure.